

WILMINGTON LEARNING COLLABORATIVE

Council Meeting Minutes January 16, 2023 - 12:00–1:25 PM

The Wilmington Learning Collaborative (WLC) is a voluntary network of schools in Wilmington across multiple school districts (Brandywine, Christina, Red Clay). The WLC's goal is to improve outcomes for students by empowering educators, school leaders, and communities. The WLC seeks to create a framework for community engagement and impact to improve student achievement and wellness, improve educator retention rates, and reduce the impact of student mobility and trauma.

Attendees: Lincoln Hohler; Dan Shelton; Dorrell Green; Shanika Perry; Alethea Smith-Tucker; Adriana Bohm; Starr Wilson; Shanette Graham; Jennie Yeow; Janis McElrath; Donald Patton

The meeting began at 12:00 p.m. Everyone introduced themselves and were welcomed to the meeting. A quorum was present.

Dr. Holodick (Secretary of Ed) appointed the group as the Wilmington Learning Collaborative (WLC) Council. Dr. Holodick is no longer the incorporator. He noted the Delaware Department of Education will be a continued partner and resource. Council members introduced themselves.

Cora Scott (Deputy Secretary of Ed) will be available for ongoing support and collaboration. District Liaisons Lavina Jones-Davis (Brandywine), Paul Dunford (Christina), Susan Huffman (Red Clay) were introduced.

Next, the group noted that they would name an interim secretary until an Executive Director is hired. Jennie Yeow motioned to nominate herself and Dorrell Green second the motion. All members were in favor and the motion carried.

Regarding public meeting requirements, Cora Scott will connect Jennie Yeow with Tina Shockley from the Dept of Ed for training support regarding meeting requirements as interim secretary. DOE has developed an overview document that Cora Scott will share with WLC Council members.

Regarding the establishment of by-laws, the WLC Council will need to identify their own legal counsel to assist with development of by-laws and other matters.

Dr. Holodick suggested inviting Matt Litner (an attorney with the Office of the Governor) to come and talk through any legal questions and how to proceed with governance structures. There was further discussion around starting a draft of by-laws. Empower and Delaware Alliance for Nonprofit Advancement (DANA) may be resources. Dr. Shelton will reach out to DANA to see how they can assist and if there are any resource documents provided, he agreed to share them with WLC Council members.

Cora Scott will reach out to Matt Litner to connect him with WLC Council as a potential agenda item for the next meeting.

Dorrell will reach out to Empower for potential conversations around support they may be able to provide related to by-laws or other school improvement and collaborative topics. Empower has engaged in this work in other states.

Regarding Project Management Support, there was discussion around the possibility of bringing on a Project Manager for a four-month period until an Executive Director is hired. This person's tasks would include support to:

- Organize the Board
- Team build
- Understand Roberts rules for meetings
- Understand communication systems (teachers, parents, community outreach, internal)
- Identify an Exec Dir via talent search

Currently District liaisons are doing some of the initial work but they have additional responsibilities and would like to consider a dedicated person to provide support and research

There was discussion around Delaware State University's (DSU) Dr. Rouser supporting the WLC Council as project manager. Additionally, WLC Council will consider someone who has project management experience.

Empower may be able to provide this support. Discussion around having Empower provide an overview of services they could provide. It was noted that time is of the essence and WLC Council may want to consider someone local to support them as they get organized. A draft 60 Day Plan was developed with District Liaisons to help guide the work in the interim.

A motion was made by member Smith-Tucker to contract with Dr. Rouser at DSU for project management support for four months. There was discussion related to some WLC Council members not having the opportunity to hear Dr. Rouser share her vision for project management support. There were concerns with voting and having limited knowledge.

The motion made by Smith-Tucker was withdrawn in order to allow for additional background information to be provided to WLC Council members.

Cora Scott will reach out to Dr. Rouser for a presentation/document of proposal.

Next, there was discussion around forming working groups to address priorities simultaneously to move the work forward (below). District liaisons can support some of the work (including by-laws/governance, Executive Director job description/hiring and project management) in the meantime.

Next the group discussed the Executive Director job description. It was noted that this will be worked on through the working group led by Alethea.

Regarding student representatives, the District Liaisons are working to pool potential candidates for student representation to bring before the WLC Council.

Next, regarding meeting dates and structure there was discussion to consider meeting more frequently than once per month during the initial start-up (2 months) of the WLC Council in order to move the work forward. The option for the full WLC body to meet twice monthly (with votes taken and meetings public noticed) was discussed. Working groups could meet weekly and bring reports back to larger group. Currently, there are 11 council members so no more than 5 can meet in each work group.

A motion was made by Patton that the WLC Council meetings be held every other week with working groups meeting weekly for two months. Bohm seconded the motion. There was further discussion giving consideration to meet twice a month for the full body until the Executive Director is hired, and then review the meeting schedule at that time.

An amended motion by Patton was made to hold WLC Council meetings every other week with working groups meeting weekly until the Executive Director is in place. Bohm seconded the motion. All members were in favor and the motion carried.

Next, there was discussion of proposed meeting schedule based on availability as determined by a survey completed by WLC Council members. Thursdays were the most popular, and the third Tuesday of the month was available for most WLC Council members.

A motion was made by Shelton that the WLC Council meet on the 1st Thursday and 3rd Tuesday of the month at 6:00 PM while meeting twice a month. Smith-Tucker seconded the motion. There was further discussion as to the preference for the same day of the week for consistency of the public knowing when meetings are held. Need to consider meeting cadence with required public notice and having sufficient time to meet the 7 day meeting posting requirement. Must have an agenda posted with voting items. WLC will want to provide sufficient time between meetings for any following up or preparing for next steps.

The motion made by Sheldon was withdrawn. There was discussion that not everyone completed the availability survey and therefore it would be appropriate to allow everyone the opportunity to complete it before setting long term meeting dates.

A motion was made by Smith-Tucker that WLC Council meetings will be Thursday January 26th at 6pm and Thursday Feb 9th at 6pm. Wilson seconded the motion. However, there was further discussion to consider scheduling further out than just the next two meetings so that everyone can get it on their calendars. It was noted that the Redding Consortium meeting is the 3rd Thursday of the month.

An amended motion was made by Smith-Tucker that the WLC Council will meet the 2nd Thursday and 4th Thursday of the month at 6pm. Bohm seconded the motion. Three persons opposed the schedule, seven persons seconded the motion and there was one abstention. The motion carried. It was decided that the WLC Council will discuss meeting structures (in-person/hybrid, public comment, etc.) at the next meeting, which will be held virtually.

Cora Scott will send WebEx meeting invitations for the 2nd and 4th Thursday of the month at 6pm.

A motion was made by Perry to extend the meeting 30 more minutes. The motion was seconded by Smith-Tucker. Ten members seconded the motion and one opposed. The motion carried.

Next, there was discussion around working groups and having someone take the lead for each group. They would bring information back with recommendations to the larger group at the public meeting. This would not be a quorum of members as 6 members would be needed to constitute a quorum, so

the working groups must be 5 members or less. Ms. Yeow will create a sign-up sheet and send it out to be completed by Monday, 1/16/23. The working groups will be as follows:

- o By laws (governance structure) - Dan Shelton
- o Exec director job description/hiring- Alethea Smith-Tucker
- o Project Management- Shanika Perry

Cora Scott will create a document for email addresses and phone numbers of council members

Public comment is very important for feedback and input. Public comment should be before any action item that will be voted on so the Council can hear input prior to decision making. This will be done on future agendas that are posted. The next meeting agenda will include discussion on how public comment will be handled (chat sign-up, Google Form sign-up, time limit, cut-off time for sign-up, in-person at anchor location, etc.) These decisions will all be included in the by- laws. It was noted that WLC Council members would like the WLC Council Chair to be appointed as soon as possible. Dr. Holodick will follow up with the Governor.

There was discussion around anchor location for next meeting. Dr. Shelton proposed Sarah Pyle Academy Wilmington, but will confirm the space will work with technology needs.

Jennie Yeow motioned to have meetings held in a hybrid model. This will allow WLC Council members and the public to attend in-person or virtually, starting with the next meeting. Smith-Tucker seconded the motion. Bohm second the motion. One person was absent and no others opposed. The motion carried.

Cora Scott called for any public comment. Amy Gallagher provided public comment on the WLC's transparency and inclusive community engagement strategies.

There was a motion to adjourn made by Smith-Tucker, which was seconded by Patton. All members were in favor of adjourning the meeting and the motion carried. The meeting adjourned at 1:25 p.m.